



Minutes of the meeting held on 13th September , 2021

Venue: IQAC Room

Time: 2:30 pm

Meeting No.: 11

Agenda of the Meeting:

1. To confirmed the proceedings of the last meeting.
2. To outline the curriculum planning and implementation strategies of the academic year 2021-2022
3. Planning for Research & Outreach activities
4. To implement the more Value added course
5. Discuss the planning of alumni association

Members Present:

<u>Name</u>		<u>Member Designation</u>		<u>Representative From</u>
1. Smt. Brotatee Joddar	-	Chairperson	-	Teacher-in-charge
2. Smt. Anupama Chakraborty	-	Coordinator	-	H.O.D of D.El.Ed
3. Mr. Manaranjan Debnath	-	Jt. Coordinator	-	Head Clerk
4. Mr. Narayan Debnath	-	Employer	-	Secretary of the Society
5. Smt. Seema Debnath	-	Management Nominee	-	Treasurer
6. Sanjit Halder	-	Member	-	Assistant Professor
7. Mr. Chandan Kumar Senapati-		Member	-	Assistant Professor
8. Mr. Jogesh Chandra Jotder	-	Member	-	Assistant Professor
9. Mr. Dwijendralal Bhattacharya		Member	-	Local Society Representative
10. Ms. Madhurima Das	-	Member	-	Alumnus
11. Smt. Puja Haider	-	Member	-	Student Representative



Internal Quality Assurance Cell

IQAC Coordinator welcomed and briefed the committee members about the agenda.

IQAC members, after exchange of ideas and thoughts made the following resolutions

Agenda Item 1: *To confirmed the proceedings of the last meeting.*

Resolution: The Chairman of the IQAC presided over the meeting. The resolutions adopted in the last meeting dated 16.06.2021 were read out before all the members present in the meeting and all the said proceedings and resolutions confirmed unanimously.

Agenda Item 2: *To outline the curriculum planning and implementation strategies of the academic year 2021-2022*

Resolution: Discussion took place on planning and strategies of teaching and learning activities of the academic year 2021-2022

Agenda Item 3: Planning for Research & Outreach activities

Resolution: The Chairperson Mrs. Brotatee Joddar madam suggested some research based activities for the enrichment of teachers, students, & ultimately the overall up gradation of the institution.

Agenda Item 4: *To implement the more Value added course*

Resolution: The Coordinator Mrs. Anupama Chakraborty madam gave a advice on addition of more value added courses on skill development, mentoring program for Internship & SBA activities etc. Our joint coordinator Mr. Manaranjan Debnath gave proposal to arrange more orientation program for teachers & also FDP to enrich their minds.

Agenda Item 5: *Discuss the planning of alumni association*

Resolution: The member of alumni association Mrs. Madhurima Das madam gave a details of various activities already arranged by alumni & also underlined a date for next alumni meeting for upcoming activities on various fields.

The meeting ends with vote of thanks to the chair.



Minutes of the meeting held on 17th June , 2022

Venue: IQAC Room

Time: 2:30 pm

Meeting No.: 12

Agenda of the Meeting:

1. To confirmed the proceedings of the last meeting.
2. To prepare academic calendar 2022-2023
3. Planning for the purpose of research
4. Enhancement of quality resources
5. To Discussion of Plan of Action for the year 2022-2023
6. Misc.

Members Present:

<u>Name</u>	<u>Member Designation</u>	<u>Representative From</u>
1. Smt. BrotateeJoddar	- Chairperson	- Teacher-in-charge
2. Smt. Anupama Chakraborty	- Coordinator	- H.O.D of D.El.Ed
3. Mr. Manaranjan Debnath	- Jt. Coordinator	- Head Clerk
4. Mr. Narayan Debnath	- Employer	- Secretary of the Society
5. Smt. Seema Debnath	- Management Nominee	- Treasurer
6. Sanjit Halder	- Member	- Assistant Professor
7. Mr. Chandan Kumar Senapati-	Member	- Assistant Professor
8. Mr. Jogesh Chandra Jotder	- Member	- Assistant Professor
9. Mr. Dwijendralal Bhattacharya	Member	- Local Society Representative
10. Ms. Madhurima Das	- Member	- Alumnus
11. Smt. Puja Haider	- Member	- Student Representative

IQAC Coordinator welcomed and briefed the committee members about the agenda.



Internal Quality Assurance Cell

IQAC members, after exchange of ideas and thoughts made the following resolutions

Agenda Item 1: *To confirmed the proceedings of the last meeting.*

Resolution: The Chairman of the IQAC presided over the meeting. The resolutions adopted in the last meeting dated 17.06.2022 were read out before all the members present in the meeting and all the said proceedings and resolutions confirmed unanimously.

Agenda Item 2: *To prepare academic calendar 2022-2023*

Resolution: The committee decided to prepare academic calendar and implement it.

Agenda Item 3: *Planning for the purpose of research*

Resolution: The Chairperson firstly disclosed the whole mapping of the courses, talked about the detailing on academic calendar, more integration of ICT etc. to ensure the effective delivery of curriculum, enhancing teaching-learning processes.

Agenda Item 4: *Enhancement of quality resources*

Resolution: The coordinator gave a light on skill development program to increase the efficiency of our institution in terms of learning resources, use of more self learning materials which is developed by the faculties, more use of LMS as an innovative teaching strategies..

Agenda Item 5: *To Discussion of Plan of Action for the year 2022-2023*

Resolution: Keeping in mind the objectives of the B.Ed & D.El.Ed. programme the teachers discussed the plan of action for the year 2022-2023 wherein various academic as well as co curricular activities which can be conducted was discussed

Agenda Item 6 : *Miscellaneous*

Resolution : As per need of the time & keeping pace with changes in college activities & also reviewing the website of other colleges, IQAC unanimously recommended to update the college website.

The meeting ends with vote of thanks to the chair.